



Policy: Holidays
Effective Date: November 18, 2024 *(replacement of Holidays policy on pg. 38 of 2017 Employee Handbook)*

Revised:

Approved by City Manager:

Signed by:

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HOLIDAYS

The City has established thirteen (13) holidays for employees. The designated holidays are as follows:

- New Year's Day
- Martin Luther King, Jr. Day
- President's Day
- Memorial Day
- Independence Day
- Juneteenth
- Labor Day
- Indigenous Peoples' Day
- Veteran's Day
- General Election Day (alternate years)*
- Thanksgiving Day
- Wellness Day (observed the day after Thanksgiving)
- Christmas Day

*In non-general election fiscal years, non-represented employees will receive a personal day. This must be used by June 30, or the day will be forfeited. Employees must be employed by December 31 of the fiscal year to be eligible for the personal day. The personal day will be pro-rated for part-time employees in the same manner as holiday pay.

If a holiday falls on Saturday, it is observed the preceding Friday. If a holiday falls on a Sunday, it is observed the following Monday.

Holidays falling within a period of sick or vacation leave are paid as holidays and do not count against vacation or sick leave.

Holiday pay is not considered as time worked for computing overtime.

Employees are eligible to receive holiday benefits if they:

- Are regular, seasonal, or temporary status employees. Short-term workers, as defined in MCA 2-18-601, are not eligible; and,
- Are in paid status on the last regularly scheduled working day immediately before the holiday and on the first regularly scheduled working day immediately following the holiday; and,
- Are actively employed on the holiday. Seasonal employees returning to work on the day after a holiday are not eligible.



Unless otherwise specified by an applicable collective bargaining agreement:

- Eligible full-time employees who are scheduled for a day off on the day a holiday is observed will receive a day off with pay either on the day preceding the holiday or on another day following the holiday in the same pay period. Exceptions may be approved by the supervisor and the Human Resources Department in the event the needs of the department require it to be taken in the following pay period.
- If an employee works on a holiday, they will be paid holiday pay plus straight time for the actual hours worked on the holiday.
- Holiday benefits shall not exceed eight (8) hours per day. An employee with a regular shift of more than eight (8) hours will be required to work additional hours in the same week or use vacation to make up the difference. Part-time employees will receive prorated holiday benefits based on FTE status.